

## **ROWAN-SALISBURY SCHOOLS TRANSPORTATION**

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**TIM BECK, DIRECTOR OF TRANSPORTATION**

### **ACCIDENT NOTICE TO PARENTS**

Your student was riding a Rowan-Salisbury school bus that was involved in an accident today. Following are our standard procedures:

1. Appropriate law enforcement officers are notified, and an accident report is completed.
2. The appropriate principal/assistant principal is called to the scene.
3. Each student's seating location is filed on the police report.
4. Each student was asked if he/she were injured. Injured students' parents are called from the accident scene.
5. The bus or a substitute bus completes the route.
6. Each student is given this notice.
7. Parents are notified if students appear to be injured or complain of injury after reaching school.

In the case of an accident that occurs on the route returning students to their home, procedures one through six are followed. Upon arrival of the student at homes, parents would determine whether their student needed medical attention.

Following are the guidelines when medical attention is needed due to a school bus accident:

1. If the student has school insurance, bills are to be submitted to the insurance company for payment.
2. If the parents have insurance, bills are to be submitted to the parents' insurance company for payment.
3. If neither the student nor the parent has insurance, parents may request an insurance claim form from the Rowan-Salisbury Schools Transportation office. Parents will submit the accident claim to the Claim Attorney, North Carolina Department of Justice.